

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: Agency Payroll Administration	Payroll Department: View/Print Pay Statement	
File Name:	H:\APAYROLL\BP- Manage Payroll\BPPs External\View - Print Pay Statement.doc	Release:	R/3 ECC 5.0
Responsibility:	Department Payroll Staff	Status:	Issued: 02/28/2008 Revised: 5/19/2008

Overview

Trigger:

Department payroll staff may view payment data for an employee once final payroll has been processed. The pay statement will be displayed as a PDF file, which may be saved as well as sent to an employee electronically upon request.

Business Process Procedure Overview
<p>After time sheet data is entered, approved, and final payroll has been processed the pay statement will be available and can be used to verify payment data for the period.</p> <p>Pay statements are available to employees via the Employee Self Service (ESS) internet portal, provided they have been given "View" and/or "Time Entry" access. (Employees can only access pay statement(s) for the most recent 52 pay periods using the ESS portal.)</p> <p>The pay statement includes information for the selected pay period and related year to date information for each of the following: Gross Pay and calculation to arrive at the Net Pay; Earnings, Non-Cash Earnings, Pre-Tax Deductions, Post-Tax Deductions, Employer Contributions, Taxes, Tax Withholding, Net Pay Distributions, Outstanding Pay Advance Balance and Savings Bonds Escrow. Leave Balance information is not included on this report.</p>

Procedural Steps

1.1. Access transaction by:

Via Time Entry Operator Menu	Reports After Payroll Run → Pay Statement Includes Archive Data
Via Transaction Code	Z_HR_PAY_STATEMENT
Via Favorites Menu	Pay Statement Includes Archive Data

1.2 Double click on "Pay Statement Includes Archive Data" and the following screen will appear:

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Input – Required Fields	Field Value
Payroll area	UB
Payroll period	Current period or Other period
Personnel number	Employee Identification Number of the employee (or employees)
Organization key	Department, Unit and Distribution Code
Special run	Used to display pay statement for Off Cycle Checks

1.3 Specify the “Payroll area”. The screen defaults to the correct area, UB.


1.4 Specify the “Payroll period” by clicking on the radial ☐ button next to the desired selection filter (the button will look like this ☒ after you click on it) then press enter. The screen defaults to “Current period” and allows selection of “Current period” or “Other period”.


- Use the **“Current period”** option when running the report during the week of payday for the period being paid.
- Use the **“Other period”** option when running the report for a previous pay period. Requires entry of the period number and year.

1.5 The “Personnel Number” field is used to select specific employees by entering the employee identification number(s) in the “Personnel Number” field. Enter more than one EIN by clicking on the multiple selection  icon to the right of the “Personnel Number” field. A box appears that allows entry of multiple EIN’s. This field may be left blank if using the “Organization key” selection filter.

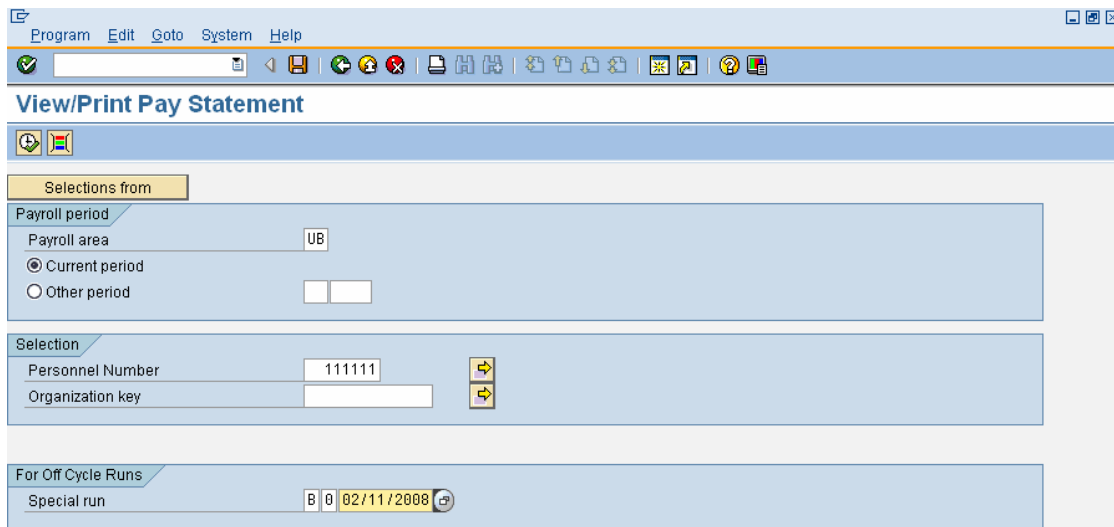
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1.6 The “Organization key” field allows entry of the Department code followed by a blank space, the Unit code and the Distribution code to specify a selection of an employee group. The entry format is “ddd (blank) uuuddddd”. Use the wild card symbol, *, in the selection criteria as one of the unit or distribution digits to get all employees within the same org key. For example, to print the report for all employees in department 100 and units with 01, enter 100(space)01*. Enter multiple organization keys by clicking on the multiple selection  icon to the right of the “Organization key” field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. This field may be left blank if using the “Personnel Number” selection filter.

1.7.1 The “Special run” field is used to display data for Off Cycle Checks. To view the pay statement for an off-cycle check, enter the Personnel Number. In the “Special run” fields, enter “B” in the first field, “0” (zero) in the second field, and the date the off-cycle check was issued in the last field (as shown in the example below). Selection of a payroll period is not necessary as the date of the off-cycle check overrides the pay period. Click the execute icon  to display the pay statement.

1.7.2 The example below shows a completed screen for an Off Cycle Check.



The screenshot shows the SAP 'View/Print Pay Statement' interface. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'View/Print Pay Statement' and contains several input sections:

- Selections from:** A section with a 'Payroll period' tab. Under this tab, there is a 'Payroll area' field with the value 'UB'. Below it are two radio buttons: 'Current period' (selected) and 'Other period'.
- Selection:** A section with a 'Personnel Number' field containing '111111' and an 'Organization key' field which is empty. To the right of these fields are two icons for multiple selection.
- For Off Cycle Runs:** A section with a 'Special run' field containing the value 'B 0 02/11/2008' and an execute icon.

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- 1.8.1** The example below shows a completed screen for “Other period” 25 2007. All employees in department 100 who are in a unit starting with 04 (and any distribution code) will be selected.

View/Print Pay Statement

Selections from

Payroll period

Payroll area: UB from 12/01/2007 To 12/14/2007

☐ Current period

☒ Other period: 25 2007

Selection

Personnel Number: []

Organization key: 100 04*

For Off Cycle Runs

Special run: []

- 1.8.2** Click the execute icon and the following screen will appear. Use the scroll bar on the right side of the screen to view the rest of the page (or to view multiple pages).

SAP

Back

STATE OF UTAH PAY ADVICE

Payment# 00109752001350 Pay Date: 02/08/2008

Pay Period #01 01/12/2008 - 01/25/2008

Jane Doe Employee#: 111111 W-4 Information

123 N 456 E Hourly Rate: 20.06

Salt Lake City UT 84114 ASSISTANT MANAGER

FED Married 01 10.00

UT Married 01 0.00

SUMMARY

GROSS PAY	-	PRE-TAX	-	POST-TAX	-	TAXES	=	NET PAY
Current:	1,604.80	62.45	-	145.19	-	322.00	=	1,075.16
Year-to-date:	4,814.40	187.35	-	435.57	-	966.01	=	3,225.47

GROSS PAY	HOURS	CURRENT	YTD	DEDUCT PRE-TX	CURRENT	YTD
Regular Pay	72.00	1,444.32	4,332.96	*Medical PEH	27.16	81.48
Holiday Pay	8.00	160.48	481.44	*Dental Insu	8.42	25.26
Total Gross	80.00	1,604.80	4,814.40	*457 Deferre	26.48	79.44
				*AD&D Med In	0.39	1.17
				Total Pre-Tx	62.45	187.35

DEDUCT POST-TX	CURRENT	YTD
Life Insuran	7.71	23.13
Additional L	15.43	46.29


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1.9.1 The Beyond Adobe Reader Toolbar is displayed directly above the pay statement.
Below is an example of the Beyond Adobe Reader Toolbar, followed by a description for each of the individual buttons.
















Click  to go back to your selection screen.



Click  to print the pay statement (or pages from it).

Click  to save this file to your computer or another location.


Click  to start an Acrobat Connect meeting and share documents.



If you have one page displayed,    is displayed. If you have multiple pages in your report    or    will be displayed. The first number indicates the page (of total pages) you are currently viewing. Click  to go to the next page in the document, or  to go to the previous page in the document.

Click  to decrease the magnification of the entire page. Click  to increase the magnification of the entire page.

Type percentage in the zoom field , or click  to choose a preset magnification from the menu.

Click  to fill the window with each page and scroll through pages continuously.


Click  to show one page at a time.


Type a word or phrase in  to find it in the current PDF file, or click  to open full Search.

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1.9.2 The Navigation Panel is displayed on the left side of the pay statement. An example of the Navigation Panel is included below, followed by a description for each of the individual buttons.




Click  (Pages) – To go to specific pages using thumbnail images

Click  To see the results of your search

Click  (How to) – To get step-by-step instructions for common features

Click  (Attachments) – To view file attachments

Click  (Comments) – To view and reply to comments/markups in this document

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2.0 The Pay Statement provides all of the information displayed on the centrally printed check stub except:

- Leave Balances (Beg Balance, Earned, Used/Payout and Cur Balance)
- State/Agency Check Messages
- Frequently Requested Phone Numbers

1) →	STATE OF UTAH PAY ADVICE	Payment# 00109752001350 Pay Period #01 01/12/2008 - 01/25/2008	Pay Date: 02/08/2008	
2) →	Jane Doe 123 N 456 E Salt Lake City UT 84114	Employee#: 111111 Hourly Rate: 20.06 ASSISTANT MANAGER	W-4 Information FED Married 01 10.00 UT Married 01 0.00	
3) →	SUMMARY	GROSS PAY - PRE-TAX - POST-TAX - TAXES = NET PAY		
	Current:	1,604.80 - 62.45 - 145.19 - 322.00 = 1,075.16		
	Year-to-date:	4,814.40 - 187.35 - 435.57 - 966.01 = 3,225.47		
4) →	GROSS PAY HOURS CURRENT YTD	DEDUCT PRE-TX CURRENT YTD		←5)
	Regular Pay 72.00 1,444.32 4,332.96	*Medical PEH 27.16 81.48		
	Holiday Pay 8.00 160.48 481.44	*Dental Insu 8.42 25.26		
		*457 Deferre 26.48 79.44		
	Total Gross 80.00 1,604.80 4,814.40	*AD&D Med In 0.39 1.17		
		Total Pre-Tx 62.45 187.35		
		DEDUCT POST-TX CURRENT YTD		←6)
		Life Insuran 7.71 23.13		
		Additional L 15.43 46.29		
		Spouse Life 10.03 30.09		
		AD&D Ins PEH 0.57 1.71		
		AD&D Wkly In 0.35 1.05		
		Utah Retirem 102.93 308.79		
		Saving Bond 1.25 3.75		
		UPEA Assn Du 6.92 20.76		
		Total Pst-Tx 145.19 435.57		
7) →	NON-CASH CURRENT YTD			
8) →	STATE PAID BENEFITS CURRENT YTD			
	TX ER Social Se 97.27 291.80			
	TX ER Medicare 22.74 68.24			
	ER Medical PEHP 360.91 1,082.73			
	Unemployment In 1.60 4.80			
	Workers Comp In 12.68 38.04			
	Leave pool term 117.79 353.37			
	Dental Insurance 25.66 76.98			
	Life Insurance 1.57 4.71			
	Long Term Disab 9.63 28.89			
	401k Contributi 24.07 72.21			
	Retirement Cont 228.20 684.60			
	Total Benefits 902.12 2,706.37			
		TAXES CURRENT YTD		← 9)
		Federal		
		TX Withholdi 145.10 435.30		
		TX EE Social 97.27 291.80		
		TX EE Medica 22.74 68.24		
		State - Utah		
		TX Withholdi 56.89 170.67		
		Total Taxes 322.00 966.01		
11) →	PAY ADVANCE 5/10/85 OR 7/07/97 Outstanding Balance 296.00	NET PAY DISTRIBUTIONS TYPE AMOUNT		← 10)
		Direct Deposit 1,075.16		
12) →	SAVINGS BONDS ESCROW Bond Reserve - Bond 01 31.25	Total Current Net 1,075.16		

An * in the "GROSS PAY" column indicates the earnings are not subject to taxes.

An * in the "DEDUCT PRE-TX" column indicates the deduction is a reduction to some or all taxable earnings.
See Page 8 for additional information about Sections 1 – 12 of the Pay Statement.

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2.1 The Pay Statement is divided into 12 sections that contain the following information:

Section 1) STATE OF UTAH PAY ADVICE DATA

- Payment# (Check Number)
- Pay Date
- Pay Period # and Pay Period Begin/End Dates

Section 2) EMPLOYEE DATA

- Employee Name
- Employee # (Employee Identification Number)
- Federal/State Withholding Allowances - includes Additional Withholding Amount(s)
- Employee Address (Mailing address on file for the employee)
- Hourly Rate
- Job Title

Section 3) SUMMARY (Current and Year-To-Date Totals)

- GROSS PAY - See Section 4 for detail
- PRE-TAX (Pre-Tax Deductions) - See Section 5 for detail
- POST-TAX (Post-Tax Deductions) – See Section 6 for detail
- TAXES (Tax Contributions) - See Section 9 for detail
- NET PAY (Net Pay)

Section 4) GROSS PAY (HOURS, CURRENT and YTD Earnings are displayed)

- An * in the "GROSS PAY" column indicates the earnings were not subject to taxes

Section 5) DEDUCT PRE-TX (CURRENT and YTD Pre-Tax Deductions are displayed)

- An * in the "DEDUCT PRE-TX" column indicates the deduction is a reduction to some or all taxable earnings. (For example: 401(k) and 457 pre-tax deductions do not reduce Social Security and Medicare taxable earnings)

Section 6) DEDUCT POST-TX (CURRENT and YTD Post-Tax Deductions are displayed)

Section 7) NON-CASH Earnings (CURRENT and YTD Non-Cash Earnings are displayed)

- Non-Cash Earnings are subject to taxes

Section 8) STATE PAID BENEFITS (CURRENT and YTD Employer Contributions are displayed)

Section 9) TAXES (CURRENT and YTD Employee Tax Contributions are displayed)

Section 10) NET PAY DISTRIBUTIONS (CURRENT Net Pay Distributions are displayed)

- Check (Payment Method/Check)
- Direct Deposit (Payment Method/Direct Deposit)

Section 11) PAY ADVANCE 5/10/85 OR 7/07/97 – Outstanding Balance

Section 12) SAVINGS BONDS ESCROW

- Bond Reserve (Bond # and current balance as of that pay day)

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